

## **Delivery Report for SCLS Board of Trustees**

**May, 2021**

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### **Delivery and COVID-19:**

#### **Proceeding with ending Quarantine:**

On Monday, May 3, SCLS Delivery ended all incoming materials quarantine. The effort began during the previous week so as to minimize a back-up of materials in transit on site. The staff and managers planned and adjusted very well.

During the first 2 days, it would have been assumed that we would have adjustments to make, but the actual impact turned out to be much milder and manageable than anticipated.

SCLS restored twice-daily service to our Madison metro stops on the east and west sides of town. This replaced the once-daily afternoon only frequency that had been in place since last summer. Additionally, SCLS added a 2<sup>nd</sup> stop on Fridays to help move materials to some large locations in the Madison vicinity, our Dane County North and South routes. These Friday stops helped provide materials late in the day to replace the former Saturday service that we ended with our 2021 budget. This volume can be processed in a similar fashion while keeping the majority of the work within the confines of the Monday-through-Friday staffing schedule.

Volumes as of May 7 have shown stability. It currently sits at about 83% of the system volume we saw when the pandemic interrupted service in March of 2020. We anticipate that there may be a modest increase as libraries increase open hours, widen capacity limits, and restore programming.

#### **Safety Procedures:**

Alongside changes in our schedule and handling procedures, we are monitoring CDC and local guidance for other safety measures in our building. With Dane County modifying mask-use, indoor capacity, and distancing for those who have chosen to vaccinate in the near future, we at SCLS will monitor those changes and respond accordingly.

An informal survey of our staff (i.e. not required), our staff revealed that 90% of our staff was in the process of full vaccination. The remaining 10% are simply not known one way or the other. We have not required vaccination, nor have we asked for proof of

vaccination. However, we are proceeding with the idea that we are near 100% of our staff is vaccinated. Any decisions on procedural changes will be with that knowledge. At this time, we will proceed with our existing mask requirements and distancing efforts.

For Delivery, a major concern would be changing in-house procedures while not knowing fully the requirements at any one of our dozens of delivery stops each day. We could be inadvertently sending a staff member unmasked into a community or building that still requires it. We will be surveying our customers for this information as this continues to evolve. This too means that without full knowledge, we will continue to require mask-use at all offsite locations that we serve.

All decisions that we make are being made with the idea that we may have a small number of un-vaccinated staff members. Additionally, we want to be responsive to the potential for rapidly re-implementing stricter procedures if we need to.